



Statistical Annual Report of Public Library Services

General Instructions

Fiscal Year 2011

Cities: July 1, 2010 – June 30, 2011

Counties: January 1, 2011 – December 31, 2011



Ready, Set, Go!

- The web-based survey is now available through *Bibliostat Collect*. You can access your survey at <http://collect.btol.com> or from the Utah State Library Statistics web page.
- Juan Tomás Lee, State Data Coordinator at the State Library will be happy to answer your questions about accessing and filling out the survey. Juan's direct phone line is **801-715-6769** and the toll-free line is **800-662-9150**. You can also e-mail him at jtleee@utah.gov

Orientation

- You can watch short orientation screencasts at:
 - <http://library.utah.gov/programs/development/statistics/knowledge.html>
- These clips provide:
 - A review of the survey and data elements
 - Tips for avoiding common errors
 - Instructions for using the *Bibliostat Collect* online tool

Why Do We Collect Statistics?

The State Library annually collects statistical data from all public libraries for three purposes:

- To report the progress of Utah's public libraries to the Institute of Museum and Library Services (IMLS) and the US Congress.
- To report to the State Legislature the condition of public library service in Utah; and
- To provide local government officials, library trustees, directors, and staff with meaningful data for planning and evaluation of library services.

Critical Guidelines

- The blank *Data Collection Form* is particularly useful in the *Revenue and Expenditures* section (questions #300-405). It provides visual clues on the relationships between **Operating Revenue** and **Operating Expenditures**, and between **Capital Revenue** and **Capital Expenditures**.

- Where total annual figures are requested, please use figures for the entire fiscal year for your library. Where a simple count is requested, it should represent the count as of the end of the fiscal year.
- **Adherence to definitions is extremely important** to ensure comparability of data among different libraries and states. Definitions for Utah data elements are based on the definitions established by the IMLS Public Library Survey.
- **Estimates are OK** if exact data are not available. If an exact figure is not available for a particular item, but you know that the amount is greater than zero, enter an estimate of the amount. **Remember that this data will be published** and available to researchers and the general public.
- Enter “0” if the appropriate amount for an item is zero or none, and “N/A” if the figure is not available and you cannot estimate. For example: Under *Programs*, if you did not have any children’s programs, the answer is zero. If you had some children’s programs but did not keep track of how many, the answer is N/A, if you cannot estimate. Please note that all fields must be filled in prior to submitting the report.
- The population given for your library service area (noted on the *Fact Sheet* from the Utah State Library Division) is based on the latest U.S. Census Bureau subcounty population estimates. Please use that figure. If new estimates are available prior to submitting the survey to IMLS, the State Library will publish the updated figures.
- Note that in the *Revenue and Expenditures* section the amounts in questions #304.5 and #358 **must match** each other.
- If your data is outside the expected range, *Bibliostat Collect* will show an “Edit Check.” Please double-check that particular entry and correct it if necessary. If the figure you are reporting is verified to be correct, please insert a “Federal Note” explaining why your figure is outside the expected range. To enter a note in *Bibliostat Collect*, use the “Notes” icon to the right of the data entry field.
- When you are done entering all data into the survey, go to the “Status” tab and verify that:
 - All edit checks have been reviewed and annotated as needed
 - There are no Unanswered Questions
 - There are no Flagged Questions
- Print or save a PDF copy of your report before submitting the survey. The submit button is located in the “Status” tab.